

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012

Policy No.OM-18

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Travel

Authority

Office of the State Controller, State Administrative and Accounting Manual, Chapter 10

Policy

1. All in-state travel by Local Agency staff shall be approved by the agency director.
2. All in-state travel by State Agency staff shall be approved by their supervisor.
3. All out-of-state travel for Local Agency and State Agency staff shall be approved the State Agency.

Procedures

Local Agency Procedures

1. In State Travel
 - 1.1. Local Agencies must have written procedures in place for travel approval within the agency Employee Handbook
2. Out-of-State Travel
 - 2.1. Local Agencies must obtain State Agency approval in writing before traveling out-of-state, regardless of duration.
 - 2.2. Approval requests shall be submitted to the State Agency Director and must be accompanied by an agenda, estimated travel costs, and a brief explanation of how the travel benefits WIC.
 - 2.3. This travel approval must be attached to the reimbursement request as part of supporting documentation.
 - 2.4. Local Agencies must have written procedures in place for travel approval within the agency Employee Handbook

State Agency Procedures

3. In-State Travel

- 3.1. Overnight
 - 3.1.1. Pre-approval is required for any in-state travel that requires an overnight stay.
 - 3.1.2. Overnight stays shall only be approved if the destination is more than 50 miles from the staff person's residence.
 - 3.1.3. A state car for state staff is preferred for any trip over 250 miles.
 - 3.1.4. Meals shall be reimbursed while the staff person is in active travel status.
- 3.2. Day Trip
 - 3.2.1. Pre-approval from the staff person's supervisor is required for any in-state travel.
 - 3.2.2. A state car for state staff is preferred for any trip over 250 miles
 - 3.2.3. Meals shall NOT be reimbursed while the staff person is in active travel status.
- 4. Out-of-state
 - 4.1. Same Day
 - 4.1.1. Pre-Approval Requirements – Out-of-State request form (available at <http://inet.state.me.us/osc/travel/index.htm>) must be submitted at least 4 weeks prior to the travel and it must be approved before travel is to commence.
 - 4.1.1.1. Fill out the request form (available at <http://inet.state.me.us/osc/travel/index.htm>) and attach any necessary documentation, letters of justification for travel, agenda, etc.
 - 4.1.1.2. A travel advance may be requested if the reimbursable expenses exceed \$500. This can be reviewed on a case by case basis by the Director.
 - 4.1.1.3. Have the approval form signed by the Director.
 - 4.1.1.4. Give a copy to the Financial Manager for tracking purposes.
 - 4.1.1.5. The request then goes to the Director of Office of Health Equity for approval.
 - 4.1.1.6. When the request has been approved, give the Financial Manager a copy or forward the email approval.
 - 4.1.1.7. Upon return of the business trip, complete a travel request reimbursement form immediately.
 - 4.1.1.8. Leaving the night before and staying somewhere closer to the border is not allowed unless there are business reasons for the overnight stay in that town.
 - 4.1.1.9. There is no allowance for meals for same day travel.

- 4.1.1.10. If travel request is not approved, staff member is not allowed to travel and shall need to notify the site upon receipt of the travel disapproval.

4.2. Overnight

- 4.2.1. Pre-Approval Requirements –an Out-of-State request form (available at <http://inet.state.me.us/osc/travel/index.htm>) must be submitted at least 4 weeks prior to the travel and it must be approved before travel is to commence.
 - 4.2.1.1. Fill out the request form (available at <http://inet.state.me.us/osc/travel/index.htm>) and attach any necessary documentation, justification letters for travel, agenda, air quotation, hotel accommodations, etc.
 - 4.2.1.2. Have the approval form signed by the Director.
 - 4.2.1.3. Give a copy to the Financial Manager for tracking purposes.
 - 4.2.1.4. The request then goes to the Director of Office of Health Equity for approval.
 - 4.2.1.5. When the request has been approved, give the Financial Manager a copy or forward the email approval.
 - 4.2.1.6. Upon return of the business trip, complete a travel request reimbursement form immediately.
 - 4.2.1.7. Maximum meal allowance is determined by the federal per diem allowance (found at <http://www.gsa.gov/portal/content/104877#>).
 - 4.2.1.8. If travel request is not approved, staff member is not allowed to travel and shall need to notify the site upon receipt of the travel disapproval.